

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 7 August 1952

FROM : Chief, Clerical Training Branch

SUBJECT: Weekly Summary Report

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1. Here are some figures in regard to number of people trained at [REDACTED], during the month of July:

Typing	-	[REDACTED]
Shorthand	-	[REDACTED]
English	-	[REDACTED]
Geography	-	[REDACTED]
Office Practice	-	[REDACTED]

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2. I have been doing some reading of current books, pamphlets, and bulletins on the subjects of Management and Supervisory Training. On Wednesday I sat in on the initial meeting of the Human Resources series which [REDACTED] conducted with top ORR members. There will be three further meetings next week.

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3. My time from now on will be divided between the Clerical Training Branch and meetings in connection with [REDACTED]'s new program. Under [REDACTED] activities at Alcott and at [REDACTED] are running smoothly, and until (a) all staff vacations have been taken, (b) new staff members arrive, (c) the influx of provisionally-cleared clerical employees assumes greater proportions and (d) space has been allocated for a clerical orientation program, there is not much prospect of change in these programs.

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25 YEAR RE-REVIEW